

EXAMPLE RESEARCH CRITERIA SCORECARD

Measure Candidate Fit Relative to Research Criteria

Using the Research Criteria from Stage 3, create a Research Criteria Scorecard for each candidate to evaluate their fit. Each item on the scorecard should relate to a specific research criteria. Below is an example Research Criteria Scorecard for a CEO search at a large publicly traded tech company in the San Francisco Bay Area.

Candidate Name: Coco Baraag **Overall Score:** 4.0

1. Seniority
Is this person currently a C-level exec?


2. Location
Does this person live in SF Bay Area and can be on site daily?


3. Company Experience
Does this person have experience at a large, well-known tech company?


Comments:

Coco currently splits her time between the Seattle and SF areas.

Tips:

Add as many items to the scorecard as necessary to completely cover the research criteria.

Use a 'comments' field to callout any unique aspects about a candidate relative to the Research Criteria.

Compiling all the Research Criteria Scorecards for a project allows you to sort and stack rank potential candidates for your client.

Research Criteria Scorecards can be the basis for presenting individual candidates to the client and for Candidate Assessment Reports in Stage 6.

Using a Retained Search management software can greatly reduce the effort to complete, manage, and present Research Criteria Scorecards.